



Executive Administrative Assistant

Program: Office Administration

Program Code:

OF_OFA

Academic Area:

Business and Experiential Education

Type:

Associate in Science

CIP Code:

52.0402

Program Statement

The general purpose of the Executive Administrative Assistant Degree program is to equip students with the knowledge, skills, and competencies necessary for success in executive-level administrative roles across diverse industries. This program aims to provide a comprehensive understanding of office management, communication strategies, organizational efficiency, and technological proficiency. The inclusion of up-to-date technological training ensures graduates are well-versed in contemporary office tools, addressing the digital transformation prevalent in today's business environment. Additionally, the emphasis on critical thinking, problem-solving, and ethical conduct reflects the program's commitment to producing adaptable professionals capable of navigating complex executive support scenarios. The Executive Administrative Assistant Degree program remains relevant, preparing students to meet the challenges of the ever-changing professional landscape and contributing to the college's commitment to producing skilled and ethically responsible graduates.

Program Information

- Students who have taken courses at other institutions may receive transfer credit. All transfer credit requests for office administration related courses (OFC and MAA) must be approved by the Department Chair.
- This degree provides the most up-to-date training that addresses the fast-changing computer needs of today's offices. The advanced level of skills developed provides excellent job mobility.
- Review the requirements carefully and note which courses are mandatory for graduation.
- Students must type 30 wpm and have working knowledge of Microsoft Office software.

After Bristol

Upon completing the Executive Administrative Assistant Degree program, graduates are ready for a promising career in a variety of professional industries. Equipped with a full skill set that includes office management, communication proficiency, and organizational expertise, these individuals often find opportunities in executive support roles within corporate environments, government agencies, non-profit organizations, and more. Graduates may secure positions such as executive assistants, office managers, or administrative coordinators, where they play pivotal roles in ensuring smooth operations, managing communication channels, and supporting high-level decision-makers. Furthermore, the program's emphasis on adaptability to technological advancements equips graduates to navigate the digital landscape, making them valuable assets in the modern workplace. With the acquired knowledge and practical experience, individuals completing this program are well-positioned for fulfilling careers as integral members of executive teams.



Program Learning Outcomes

Students will be able to:

1. Express effective written and verbal communication skills in various business contexts.
2. Apply advanced organizational skills to maintain office workflows.
3. Utilizing contemporary office technologies and software to stay abreast of industry advancements.
4. Develop critical thinking in executive support environments.
5. Exhibit a strong sense of ethical responsibility within organizational settings.
6. Work collaboratively within diverse teams, particularly in the context of executive-level support roles.

Degree Requirements

General Courses

Course #	Title	Credits
ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
BUS 155	Business Ethics	3
CIS 115	Introduction to Cybersecurity	3
COM 160	Intercultural Communication	3
	CSS 101: College Success Seminar	0-1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
INT 210	Internship Experience I	3
SOC 212	The Sociology of Social Problems	3

Program-Courses

Course #	Title	Credits
OFC 105	Speech and Text Editing	3
OFC 162	Microsoft Word	3
OFC 215	Records Management	3
OFC 235	Microsoft Applications	4
OFC 255	Executive Office Procedures	3
OFC 260	Business Writing and Communication	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3
OFC 268	Media and Technology Tools	4
OFC 294	Office Administration Colloquium	3
PRM 101	Foundations of Project Management	3



Recommended Course Sequence - Semester 1

Course #	Title	Credits
	CSS 101: College Success Seminar	0-1
ACC 114	Introduction to QuickBooks Pro	1
OFC 162	Microsoft Word	3
OFC 105	Speech and Text Editing	3
ENG 101	Composition I: College Writing	3
COM 160	Intercultural Communication	3

Recommended Course Sequence - Semester 2

Course #	Title	Credits
BUS 111	Business and Financial Mathematics	3
BUS 155	Business Ethics	3
OFC 215	Records Management	3
OFC 235	Microsoft Applications	4
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Semester 3

Course #	Title	Credits
OFC 255	Executive Office Procedures	3
OFC 260	Business Writing and Communication	3
OFC 262	Desktop Publishing Projects and Web Design	3
SOC 212	The Sociology of Social Problems	3
CIS 115	Introduction to Cybersecurity	3

Recommended Course Sequence - Semester 4

Course #	Title	Credits
OFC 266	Administrative Office Management	3
OFC 268	Media and Technology Tools	4
OFC 294	Office Administration Colloquium	3
PRM 101	Foundations of Project Management	3
INT 210	Internship Experience I	3
	Total credits:	60-61



Category Descriptions

CSS 101: College Success Seminar

Credits: 0-1

CSS 101 can be waived for students who have met the College Success Seminar 101 Waiver.

Course #	Title	Credits
CSS 101	College Success Seminar	1